NHS
Jobs

How to create a job listing – Add the Welsh (Cymraeg) translation in NHS Jobs user guide

This guide gives you instructions for how to add the Welsh (Cymraeg) translation when creating a job listing in the NHS Jobs service.

You can add Welsh translations to the:

- job title
- job overview
- job description
- person specification
- supporting documents (optional)
- contact details

You must complete all sections of the job listing task list before you can add Welsh translations.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

Delivered by the NHS Business Services Authority

Contents

Add the Welsh (Cymraeg) translation for this advert

This page gives you instructions for how to add the Welsh (Cymraeg) translation for this advert.

Important: You'll only see the 'Welsh translation' section if you've selected 'In both English and Welsh' from 'Welsh listings' in your organisations account. You must complete all sections of the job listing task list before you can do this.

The different statuses are:

- **NOT STARTED** – you haven't started the job listing section.
- **STARTED** – you've started the job listing section but it's incomplete.
- **COMPLETED** – you've completed the job listing section.
- **CANNOT START YET** – you need to complete all sections before this is available.

To add the Welsh (Cymraeg) translation for this advert, complete the following step:
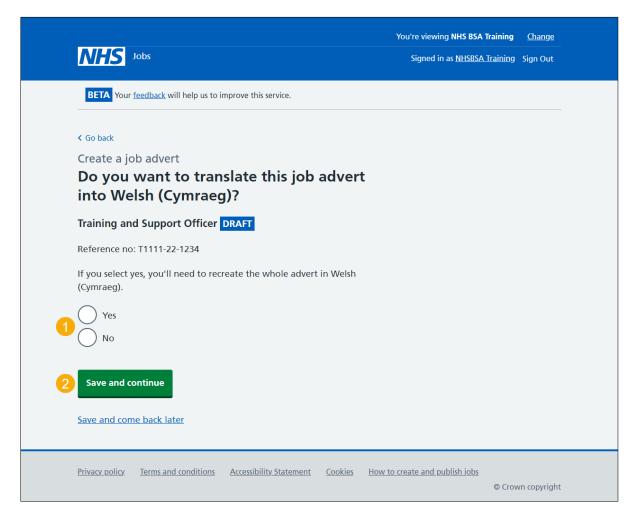
1. Select the 'Welsh translation' link.

Do you want to translate this job advert into Welsh (Cymraeg)?
This page gives you instructions for how to confirm if you want to translate this job advert into Welsh (Cymraeg).

<mark>Important:</mark> If you select 'Yes', you'll need to recreate the whole advert in Welsh (Cymraeg).

To confirm if you want to translate this job advert into Welsh (Cymraeg), complete the following steps:

1. Select an answer.
2. Select the '<u>Save and continue</u>' button.

You're viewing **NHS BSA Training**   Change

NHS Jobs   Signed in as <u>NHSBSA Training</u> Sign Out

BETA Your <u>feedback</u> will help us to improve this service.

< Go back

Create a job advert

Do you want to translate this job advert into Welsh (Cymraeg)?

Training and Support Officer **DRAFT**

Reference no: T1111-22-1234

If you select yes, you'll need to recreate the whole advert in Welsh (Cymraeg).

(1) ◯ Yes
◯ No

(2) **Save and continue**

Save and come back later

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You've completed Welsh translation

This page shows confirmation you've completed the Welsh translation section.

To review your task list, complete the following steps:

1. Select a link to review a section of the task list.

Tip: To find out how to publish a job listing, go to the user guide or video from the '**Create a job listing**' section of the '<u>Help and support for employers'</u> webpage.

You've added the Welsh translation for this advert and reached the end of this user guide.